



# community albums

building better communities through music and media

## Safety and Security Policy for International Travel

**Community Albums work in partnership across the world to fulfil our vision.** Community Albums wants to ensure, as far as possible, a safe and secure working environment for all staff and volunteers, both nationally and internationally, as they work in vulnerable communities.

This policy outlines minimum procedures that Community Albums will take to support staff and volunteers travelling on behalf of the charity internationally (Part One). Further guidelines, although not a comprehensive guide for all eventualities, set out further principles and practices of working in areas of risk (Part Two).

### Part One: Policy

#### Vulnerability and risk

Achieving and maintaining access to vulnerable communities is a constant challenge and can be unpredictable, even dangerous, particularly within the context of insecure environments. The challenge should not be underestimated.

The vulnerability of workers may be determined by a number of factors, such as location, population, political or social tensions, gender, ethnicity, nationality, cultural and religious norms or perceived wealth.

Contextual knowledge and an understanding of the local context are essential to an assessment of vulnerability and risk. Community Albums must have an understanding of these factors, and their potential affect on a project, staff or volunteers as they consider to work in that community. This will be done through project proposals, appropriate risk assessments and/or by using our key contacts to analyse a situation. At best, we will aim to be impartial in a given environment, and aim never to put any one at risk for the sake of achieving our goals.

#### Prior to an international visit, Community Albums will:

1. Research with local partners
  - Take advice from the UK Foreign Office: <https://www.gov.uk/foreign-travel-advice>
  - Take advice from local partners, requesting them to develop individual and collective awareness of their context, including security and health risk awareness
  - Request partners to take advice from UN Security Clusters (if in operation in the country)
  - Complete our own research or security briefings/training if necessary
2. Plan with local partners
  - Conduct a risk assessment, if requested by trustees, taking account of the likelihood and potential impact of the risk
  - Plan a schedule, including detail on all travel arrangements (in-country and international travel)
  - Ensure contact of hosts is shared with Community Albums First Responder for Security (UK)
  - Ensure Community Albums First Responder for Security has the details of the next of kin of international travellers
  - Ensure international travellers and hosts know the contact information for a relevant embassy, registering with them if necessary, and appropriate hospital/health facility in case of an accident or ill health
  - Agree a communication plan (for example, when and how often will international travellers make contact with UK first responder and what type of external communication messages on social media/website/public emails is appropriate)
  - Obtain appropriate travel insurance

- If travelling with group, ensure that all the above is in place and agreed team leader has relevant health and security information for group members (individual records and has given relevant briefing)
  - Arrange for accommodation that is clean and secure
  - Ensure that vehicles being used are safe and reliable with competent drivers
  - Brief local support staff who would accompany those being hosted of plans and expectations of all parties in the trip
3. Give approval
- Trustees will need to agree to all international travel (this will need to be reviewed as the charity grows and international projects and associated travel become more frequent)

**During an international visit, Community Albums staff/volunteers and partners need to:**

1. Communicate
  - Alert Community Albums First Responder for Security of any health, safety and/or security incidents or any concerns
  - Adhere to basic principles
  - Adhere to communications plan agreed prior to travel
2. Have on their person
  - Mobile telephone, with means of charging, and phone credit;
  - Agreed amount of cash, and means of replenishing this in case of emergency;
  - Credit card;
  - Health insurance details;
  - Travel emergency first aid kit
  - Any other equipment and resource considered to be necessary or advisable.
3. Adhere to basic principles (listed below)

**After an international visit, Community Albums staff/volunteers will:**

1. Debrief with International Director or appropriate member of Board of Trustees
2. Be given access to appropriate and necessary health or counselling support, if requested

**Basic Principles**

1. Common Sense
  - Be aware of a situation before travel to the area, and remain alert in country.
  - Understand personal actions or inactions, in order to not jeopardise the safety yourself or of others
  - Purchase appropriate insurance
2. In-country Travel
  - Where possible avoid travelling alone, driving and travelling at night
  - Plan and book taxi journeys beforehand
  - Where possible, always wear a seatbelt and avoid travelling in the back of pick-ups or on motorcycles
  - Avoid being out at night, when possible
3. Health
  - Travel with first aid kit that includes syringes, thermometer, basic medicines and basic bandages
  - Take necessary health precautions, including injections or medication, mosquito nets, etc. These will need to be funded by the international traveller
4. Security
  - Have a small "Grab bag" with essentials with you at all times (passport, cash, medication, etc)
  - If travelling to particular points of insecurity, contact relevant local authorities, British Embassy or NGO partners so others in country know your plans and have an evacuation plan

**Training**

When and if trustees decide that more detailed security training is necessary, this will be given to the appropriate staff. At this point of our development as a charity, we are not aiming to work in areas of conflict or deep insecurity because of our capacity and current project portfolio (we are predominantly working in contexts of development where there is an enabling environment to advocate for positive change, not vulnerable humanitarian contexts).

We will seek to work with appropriate agencies in order to achieve this and/or seek more detailed advice from available humanitarian worker's guides.

**Credit**

These guidelines have been developed by the following:

- *A Safety and Security Handbook for Aid Workers, Save the Children, 2003, revised 2010*
- *Operational Security Management in Violent Environments, The Humanitarian Practice Network, 2010*
- *The Salvation Army International Headquarter's Health, Safety and Security policy, 2015*

**This policy was agreed by the Board of Trustees on:**

**Signed by:** *Euse Belcher.*

**Name/Role:** *EUSE BELCHER, CHAIR.*

**This policy will be reviewed on:**